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TO: All DWD Supervisors and Managers

FROM: Alan D. Degner
Commissioner

DATE: April 9, 2003

SUBJECT: DWD Policy 2002-28
DWD Policy for Intermittent Security Services

PURPOSE:

To communicate the DWD policy for occasional security needs in field offices.

RECISSIONS:

DWD Communication # 97-16

CONTENT:

DWD provides for law enforcement protection to Local Offices and Administrative Law Judges on an as-needed basis. Local law enforcement officers should be utilized in these instances. The need will be determined locally, and arrangements made with the appropriate Sheriff or City Police officials serving the requesting office.

EFFECTIVE DATE:

April 9, 2003

ACTION:

Program Directors, Local Office Managers or Administrative Law Judges anticipating assignment of law enforcement officers should notify Investigations & Security (317/233-0035) prior to making arrangements locally. Investigations & Security will notify Field Operations and the Director of Unemployment Insurance Appeals of the day and time for which on-site security has been requested.

After the event, the Local Office will submit a claim voucher to DWD Accounts Payable for payment to the law enforcement entity that provided the service. The claim voucher should reflect the hours claimed and the local rate of pay for the service.

NOTE: This policy does not apply to instances where immediate emergency response is needed. In those cases, staff should continue to use 911, or appropriate emergency service numbers, and follow up with an incident report to Investigations & Security. This policy also does not apply to offices where guard service is routinely provided.

Review Date/Ending Date:

April 9, 2005

Ownership:

DWD Investigations & Security

ADD/RLS/rr